

DSS-4357EL

WGIUPD

GENERAL INFORMATION SYSTEM

06/01/00

DIVISION: Temporary Assistance

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TO: Local District Commissioners; IM Directors; MA Directors

FROM: Patricia A. Stevens, Deputy Commissioner, Division of Temporary Assistance

SUBJECT: Welfare Enumeration

EFFECTIVE DATE: June 30, 2000

CONTACT PERSON: Temporary Assistance: Team Representative at
1-800-343-8859; Central Team (TA) 4-9344;
Eastern Team (FS) 3-1469; Western Team (HEAP)
3-0332
Medicaid: Local District Liaison: Upstate - (518) 474-9130; NYC - (212) 268-6855

The federal government (Social Security Administration) has informed New York State that effective June 30, 2000 it is terminating the agreement that allows social service districts (SSDs) to accept applications (ss-5's) for social security cards for adult (age 18 and over) temporary assistance (TA), food stamp (FS), Home Energy Assistance Program (HEAP) and Medicaid (MA) applicants/recipients (a/r's).

Accordingly, effective June 30, 2000 SSDs must no longer accept applications on behalf of adult TA, FS, MA or HEAP a/r's. As of that date, SSDs must modify their operational procedures to refer all a/r's requiring an initial or replacement social security card to their local Social Security Administration (SSA) office to apply. Adult caretakers must apply at the local SSA office on behalf of any children requiring a social security card.

SSDs were previously instructed in GIS 98 TA/DC014 and in GIS 99 MA/019 to refer the adult caretaker of a child (under age 18) who required an application for a social security card for the child to apply at the local SSA office for the social security card. The change requiring adults to also apply for social security cards at the local SSA office is not expected to have a significant operational impact on SSDs since the adult caretakers of a child a/r requiring an application for a social security card were already being referred to the local SSA office. Rather, this change will make the process more consistent since all a/r's that need an initial or replacement social security card must apply at the local SSA office.

SSDs, as a courtesy, may continue to provide the State's version of the application form (LDSS-4000 (ss-5)) to adult or adult caretaker a/r's so that it may be completed prior to the visit to the local SSA office. A/r's may also contact Social Security's toll-free number, 1-800-772-1213, to secure the necessary application (ss-5) form.

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Local SSA offices will issue the form SSA-5028 (Receipt for Application for a Social Security Number) if the a/r requests verification that the a/r has applied for a SSN. SSDs must require a/r's to request this receipt and furnish to the SSD this documentation to prove that the requirement to apply for a SSN has been fulfilled.

This information will be added to the next appropriate manual updates.